

Owner Information: Field Definition and Validation Requirements

This guide provides definitions for the information required for initial fleet reporting in compliance with the In-Use Off-road Diesel Vehicle Regulation.

The table below provides a description for each field, followed by the formatting that the online reporting tool DOORS will require to accept the information.

Please see the below example of a correctly filled out owner information spreadsheet

Leave DOORS ID blank if no DOORS ID has been assigned:	
Enter DOORS ID:	15230
Legal owner name	John Smith
Company / Agency name	Construction Corporation
Company / Agency type (optional)	Corporation (for-profit)
Company / Agency tax id	12-345678
Address1	123 First St.
Address2	
City	Sacramento
State abbreviation	CA
Zip	95820
Responsible person	Mike Brown
Responsible person title	Fleet Manager
Is your fleet in a low-population county?	No
Designated as low-population?	No
Non-profit training center?	No
Do you have a documented idling policy?	Yes
Fuel VDECS?	No
Are you a Captive Attainment Area Fleet?	No
Hours in fleet average?	No
Parent company DOORS ID (if any)	
Stationary or portable in place of diesel?	No
Will you claim credit for early actions?	No
Are you a Job Corps fleet?	No

Field	Definition	Validation
Enter DOORS ID	The DOORS ID is an identifying number that ARB assigns to a fleet, or portion of a	A valid DOORS ID number

	<p>fleet that is reported individually. For spreadsheet uploads, this ID is assigned after the owner spreadsheet is uploaded. When you first fill out the owner information, this field should be left blank. After uploading the owner spreadsheet to ARB, the DOORS ID number will be assigned, and you will need to place insert the DOORS ID number into this field before creating upload spreadsheets with vehicle, engine, and VDECS information.</p>	Left justified
Legal Owner Name	The individual or corporate entity with legal ownership of the fleet.	6-40 characters Text, Left justified
Company / Agency name	The name of the company or agency that owns and manages the fleet. Individuals may submit their personal name if they do not have a registered company name.	6-40 characters Text, Left justified
Company / Agency type (optional)	Optional field to include a company description (e.g. Partnership, S Corporation, C Corporation, Franchise, Municipality, State Agency, etc.)	6-40 Characters Dropdown menu field Text, Left justified
Company / Agency tax id	The federal tax identification for a company or agency.	8-15 characters Text, Left justified
Address 1	The mailing address for the reporting company or agency. This does not need to be the address where the vehicles are used or stored.	4-30 characters Left justified
Address 2 (optional)	Optional space for additional mailing address information to be included.	4-30 characters Left justified
City	City for the mailing address.	4-30 characters Left justified
State Abbreviation	State of the mailing address. Owners may use an out of state address. Select the correct state from the dropdown menu if it is not California.	2 character state identifier Dropdown menu field Left justified
Zip	Zip code for the mailing address.	Between 00000-99999 5 characters Left justified

Responsible person	A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function. Or for a partnership or sole proprietor, a general partner or the proprietor. For a public agency, either a principal executive officer or ranking elected official	4-30 characters Left justified
Responsible person title	Position of the responsible person (e.g. President, Treasurer, Proprietor, Executive Officer, Owner, etc.)	2-30 characters Left justified
Is your fleet in a low-population county?	Is your fleet owned by a local municipality in one of the following counties; Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Trinity, Tehama In the regulation - 2449(c)(30)	Yes or No Left justified
Designated as low-population?	Is your fleet owned by a local municipality that has applied for and received approval from the ARB Executive Officer to be treated as a low-population fleet, that does not operate in one of the low-population counties listed above. In the regulation - 2449(c)(30)	Yes or No Left justified
Non-profit training center?	Is your fleet owned by a non-profit training center?	Yes or No Left justified
Do you have a documented idling policy?	Medium and large fleets are required to have a written idling policy by Mar. 1, 2009, and make the policy available to vehicle operators. ARB is developing a set of guidelines for the written idling policy.	Yes or No Left justified
Fuel VDECS?	Are you using a fuel verified by ARB to reduce emissions from your off-road diesel vehicle?	Yes or No Left justified
Are you a Captive Attainment Area Fleet?	If your fleet or a portion of the fleet operate only inside the following counties, they will not be subject to the NOx requirements; Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Monterey, Plumas, San Benito,	Yes or No Left justified

	San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Trinity, Tehama, Yuba	
Hours in fleet average?	Do you intend to provide hours of use for each vehicle in your fleet? You must have a non-resettable hour meter installed in every engine reporting with this fleet or subfleet to select this option. In the regulation – 2449(d)(2)	Yes or No Left justified
Parent company DOORS ID (if any)	If you have a parent company that owns diesel vehicles or owns subsidiaries that own diesel vehicles, you will need include the DOORS ID of your parent company here. It is recommended that for companies with multiple subfleets reporting, the parent company report first and obtain a DOORS ID, which can then be entered in this field for all subfleets that are reporting individually. The total horsepower under common ownership and control determines the fleet size category.	A valid DOORS ID fleet number Left justified
Stationary or portable in place of diesel?	Did you replace any diesel vehicles with stationary or portable equipment on or after January 1, 2007 that you wish to claim credit for? In the regulation – (2449)(d)(1)(A)	Yes or No Left justified
Will you claim credit for early actions?	Do you wish to claim credit for retiring Tier 0 vehicles at a rate greater than 8% of the fleets total horsepower annually between Mar. 1, 2006 and Mar. 1, 2009, or repowers to Tier 1 or higher, or PM or NOx retrofits that occurred before Mar. 1, 2009? Early Credit is Explained in our FAQ Section Early credit actions may be reported using online screens after initial reporting has been completed.	Yes or No Left justified
Are you a Job Corps fleet?	As described.	Yes or No Left justified

